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# **1 THE SAFETY AND ACCIDENT PREVENTION PROGRAM**

## **1.1 INTRODUCTION**

### **A. Scope**

THE MONROE COUNTY SAFETY AND ACCIDENT PREVENTION PROGRAM is established for the purpose of providing specifically defined goals and objectives to be attained for the safety, health and welfare of all employees and protection of the public.

The provisions of the PROGRAM and POLICIES contained herein are designed to provide viable guidelines for management and employees and shall be carried out in a manner that all benefit from its contents.

The PROGRAM is established subsidiary to and complimentary with all Federal, State, and Local regulations.

There are three primary elements of the Safety Program; the written program, safety training and enforcement. Although enforcement can not be obtained without the previous two elements it is the most important and most difficult to attain. It takes a concentrated effort on behalf of management, supervisors, safety representatives and employees to obtain the goals and objectives set forth in this Safety Program.

### **B. Policy**

It is the policy of the Monroe County Board of County Commissioners to provide and maintain a safe and healthful work environment and to establish operating practices that will safeguard the welfare of its employees and the public.

Implementation and integration of the Safety Policy is highly dependent on all levels of management. Identification and correction of potentially hazardous operations will be given prompt and positive action by management. Unequivocal support by management is mandatory for an effective safety program.

No assets warrant greater attention than human resources. To that end, personal safety, safety equipment and facilities should never be jeopardized under the guise of operational necessity.

## **1.2 Responsibilities**

**A. Management**

The County Administrator has been delegated responsibility for developing an effective and an ongoing Safety and Accident Prevention Program.

Staff direction and management of the plan will be accomplished by the Safety Administrator, with authority delegated by the County Administrator.

Each employee and volunteer will be responsible for implementing the provisions of the Program as it pertains to operations under their jurisdiction. The responsibilities listed are MINIMUM and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to curb risks.

**B. Division and Department Heads**

Division/Department Heads will be responsible and accountable for preventable accidents and for compliance with the provisions of these policies within his/her Division/Department.

***The Division/Department Head will ensure:***

1. Compliance with occupational safety, fire prevention, and health requirements.
2. Division and Department (unit) Safety Representatives are designated.
3. All hazardous tasks are covered by specific published work rules to minimize the potential for injury and property damage.
4. All personnel are briefed and fully understand safety work procedures and existing policy that enforces their use.
5. All personnel are trained in the accepted way each hazardous task must be accomplished.
6. All personnel are instructed and understand the need for and use specific personal protective equipment for Hazardous tasks.
7. Necessary safety equipment and protective devices for each task are available and properly used.
8. Monthly Safety meetings are held to review accidents, analyze their causes, provide safety training, and promote free discussion of hazardous work problems and possible solutions.

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9. Personnel are encouraged to submit safety suggestions and comments, and to insure the adoption of those that are feasible.
10. All accidents are thoroughly investigated, recorded and promptly reported.
11. Prompt corrective action is taken wherever hazards are recognized or unsafe acts observed.
12. Review of hazards with a hazard classification code of A3, B2, C1 (Chapter 5) or above and establish priorities for their correction.
13. Each Supervisor is held accountable for preventable injuries, liabilities, and accidents incurred by their employees.
14. All equipment, materials, and work conditions are maintained in a satisfactory condition from an accident prevention standpoint.
15. The Safety Administrator is contacted when assistance is needed in implementing the Safety Program.
16. Necessary action is initiated to assure compliance with safety requirements established for extremely hazardous conditions, locations, and operations to include notification to the Safety Administrator prior to the start of any such operation.
17. Adequate Cardio-Pulmonary Resuscitation/First Aid training to have at least one trained employee on duty during normal working hours.
18. All injured personnel, regardless how minor the injury, receive prompt medical attention and that the circumstances causing the injury are investigated and the required accident reports submitted.
19. Safety committees/Unit Safety representatives are used to maintain continuity in the Safety Program.
20. Personnel are scheduled for formal safety training.
21. Toxic-Hazardous materials are identified, handled, and stored properly.
22. A lockout/tagout program is established and maintained where applicable.

### **C. Division and Department Safety Representatives**

One Division Safety Representative will be appointed by the Division Director. Each

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larger Department (or Section) will have a Safety Representative appointed by the Division Director or Department Director. These Representatives will make up the Safety Committee(s) for the Division.

### ***Division/Department Safety Representatives shall:***

1. Manage the Division Safety Program.
2. Conduct and document workplace safety evaluations and inspections and report results monthly to the Division Director.
3. Process and maintain Hazard Reports in the Division Safety Management Book or files.
4. Review workers' compensation claims involving occupational injuries and illnesses.
5. Ensure accidents are investigated and reported as required.
6. Document all variances to occupational safety, fire prevention and occupational health standards in the Division Safety Management Book.
7. Monitor the Personal Protection Equipment (PPE) program by assisting supervisors with:
  - a. The evaluation of workplaces to determine PPE requirements.
  - b. Determining the proper PPE for each hazardous task.
  - c. Training in the selection, use, inspection and care of PPE required for their work situation.
8. Ensure all new employees receive job and work area Safety briefings as soon as they report to work and document the briefings.

### **D. Supervisory Personnel**

The Supervisor has responsibility for the safe action of their personnel and the safe performance of machines and equipment within their operating area. The Supervisor has authority to enforce the provisions of this program to keep losses to an absolute minimum.

#### ***Each Supervisor shall:***

1. Assume responsibility for a safe and healthful working environment on behalf of their personnel.

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2. Be held accountable for preventable injuries, accidents, and liabilities caused by the employees.
3. Ensure that all safety policies and regulations are implemented.
4. Take the initiative in recommending and documenting the correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect loss control efforts.
5. Be firm in enforcement of work policies and procedures including being impartial in taking disciplinary action against those who fail to conform, and by being prompt in giving recognition to those who perform well.
6. Ensure that each employee is fully trained for the task they are assigned to do and that they familiar with published work rules.
7. Fully cooperate with the State and County and other safety inspectors in shutting down operations considered to be of eminent danger to employees or in removing personnel from hazardous tasks when they are not wearing or using prescribed protective equipment.
8. Ensure that periodic safety training classes are conducted for all employees.
9. Inspect all tools and equipment at frequent intervals and keep them in a safe and serviceable condition.
10. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in hazardous operations.
11. Instruct all employees on the reporting of all accidents and the necessity of receiving first aid treatment for all injuries.
12. Maintain a continuous program of on-the-job training and supervise all unusually hazardous activities.
13. Develop and use safety checklists for all hazardous operations.
14. Notify the Safety Administrator prior to the start of any extremely hazardous operation.
15. Properly maintain all protective devices and safety equipment.
16. Ensure that all employees are physically qualified to perform their work.

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17. Mark all areas prescribed as dangerous with warnings of the hazard involved.
18. Ensure that as few persons as possible are permitted to enter hazardous work areas.
19. Properly identify, label, handle and store toxic/hazardous materials.
20. Comply with the Monroe County Lockout/Tagout program where applicable.
21. Ensure that Accident Investigation forms and instructions are in each County vehicle.

### **E. Safety Administrator**

The Safety Administrator is delegated the responsibility by the County Administrator to provide advice, guidance and any aid needed by management to prevent accidents, including, but not limited to the following:

1. Provide technical guidance and direction to County personnel at all levels of management in the implementation of the Monroe County Safety and Accident Prevention Program.
2. Provide safety management training to Safety Representatives and supervisors.
3. Consult with various departments on the design and use of equipment, shops, and safety standards.
4. Inspect and evaluate County facilities to detect existing or potential hazards and recommend corrective or preventive measures.
5. Participate in the investigation of accidents and injuries and cooperate in the preparation of materials and evidence for County use.
6. Provide management with statistical studies of accident data for use in promoting accident and property damage prevention programs. This will be coordinated with the County Risk Manager.
7. Assure that adequate personal protective clothing and equipment is available and is properly used by the persons requiring such items.
8. Coordinate safety problems with Risk Management, Workers Comp, and other organizations including environmental health agencies.

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9. Aid in establishing and monitoring safety related committees.
10. Monitor all safety inspections and surveys.
11. Assist in the scheduling of Cardio-Pulmonary Resuscitation (CPR) and First Aid training and other related programs at all levels of management and labor.
12. Aid in job placement of employees able to return to work after serious or disabling injuries in compliance with the appropriate Administrative Instruction.
13. Keep abreast of new developments in the field of accident prevention, personal protective equipment, first aid equipment and make such information available to all County departments.

### **F. Workers Compensation**

1. The Workers Comp Manager will be responsible for monitoring and coordinating requirements of the Florida Workers Compensation Law in regard to personal injuries sustained by County employees in the performance of their work assignments.
2. The Safety Administrator will assist the Workers Comp Manager in obtaining the necessary documents to provide the Servicing Agent with details relating to job incurred injuries.
3. The Safety Administrator will assist Workers Comp in deterring the cost of accidents through initiating safety programs, accident prevention and loss control.

### **G. Employees Responsibilities**

Employees are required, as a condition of continued employment, to exercise due care in the course of their work to prevent injuries to themselves, their fellow workers, and the public and to conserve materials.

#### ***Employees will:***

1. Report all unsafe conditions and acts to their Supervisors.
2. Be individually responsible to keep themselves, fellow employees and equipment free from mishaps.
3. Keep work and storage areas neat and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Be certain that instructions are completely understood before starting work.

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6. Learn to lift and handle materials properly.
7. Avoid engaging in horseplay and/or distracting others in the work environment.
8. Report immediately all injuries or property damage, no matter how minor, to their Supervisor.
9. All Employees must comply with the "Drug Free Workplace Policy"
10. Know how and where medical help may be obtained.
11. Review the safety educational material posted on bulletin boards or distributed to their work area.
12. Not damage or destroy any warning or safety device, or interfere in any way with another employee's use of them.
13. Bring a doctor's release when returning to work after a work-related injury or illness; such release must be submitted to the employees supervisors and Workers Comp Section.
14. It should be noted that the Florida Workers Compensation Law, Section 440.0964 Florida Statutes, provides for a reduction of normal compensation by twenty-five percent (25%) if an employee is injured as a result their willful refusal to use a safety appliance or to observe a lawful safety rule. The "Lawful Safety Rule" includes the requirements outlined in this policy, and all safety documents referenced in this policy. Monroe County Drug-Free work place policy provides that compensation will not be paid for injuries sustained while under the influence of drugs or alcohol.
15. Employees working at hazardous tasks will:
  - a. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a task he will "STOP" and get instructions from his/her Supervisor before continuing work.
  - b. Operate only correct equipment for the task and handle it properly.
  - c. Wear required protective equipment when working in a hazardous operations area. Dress safely and sensibly.

### **1.3 REPORTING REQUIREMENTS FOR INJURIES, ACCIDENTS, VEHICLE AND PROPERTY DAMAGES**

## A. Purpose of Records

Records of accidents are essential for efficient and successful loss prevention, just as records of production, costs, sales, and profits and losses are to a business. Records supply the information necessary to transform haphazard, costly, ineffective loss prevention into a planned program that controls the specific conditions and acts that cause accidents.

To be effective, preventive measures must be based on complete and unbiased knowledge of the causes of an accident. The primary purpose of an accident investigation report is to get information, not to fix the blame. Since the completeness and accuracy of the entire record system depends upon the information contained in individual reports, every effort should be made to comply with the procedures contained in this section.

Investigations of all Class C and D incidents (Ch. 5) will be conducted by the responsible Supervisor or Department Head of the department experiencing the accident to determine cause and recommend preventive measures and remedial actions to be taken. The Safety Administrator may elect to perform an investigation as a unilateral action and will assist the departmental effort. The Safety Administrator will investigate all Class A and B accidents (Ch. 5). Major loss announcements will be made to the required agencies.

## B. Definitions

**Accident:** An unintended, unforeseen event which results in an injury to personnel and/or damage to property or equipment.

**Very Minor or First Aid Injury:** An injury which does not result in loss of time from the job beyond the work shift on which the injury occurred.

**Disabling or Lost Time Injury:** Any injury which results in lost time beyond the shift on which the injury occurred.

**Property Damage Incident:** An accident or incident which produces damage or loss to property, facilities, or equipment.

**County Furnished Motor Vehicle Accident:** An accident resulting in damage to a County furnished vehicle which requires repair or replacement and/or injury to an employee.

**Private Motor Vehicle Accident:** An accident resulting in injury to an employee while driving his/her privately owned vehicle within the scope of County employment.

**Fire:** Any fire, regardless of extent or damage.

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**Class A Accident or Hazard Severity Category (Catastrophic):** Death, permanent disability or costs over \$300,000.

**Class B Accident or Hazard Severity Category (Critical):** Severe injury, severe occupational illness or costs between \$100,000 and \$300,000.

**Class C Accident or Hazard Severity Category (Marginal):** Minor injury, minor occupational illness, or costs between \$1,000 and \$100,000.

**Class D Accident or Hazard Severity Category (Negligible):** Very minor injury with less than a full day lost work time or costs less than \$1,000.

### **Accident frequency of occurrence categories:**

- **Frequent** = Multiple times per year.
- **Probable** = Expected to occur within one year.
- **Occasional** = Expected to occur within five years.
- **Remote** = Expected to occur within 10 years.
- **Improbable** = Unlikely to happen, but possible.

### **C. Forms (found in back of Ch. 6)**

1. First Report of Injury; Should be completed and faxed to Workers Comp Section or Risk Management (if property damage) immediately.
2. Notice of Injury Form; This form will be used to report all County employee injuries to the Workers Comp Section at the time of injury a copy must be faxed to the Workers Comp Manager and the hard copy sent to Workers Comp.
3. Accident Investigation Report, (MC Frm-1); This form will be used by the Supervisor to report accident causes and recommend corrective action even when there is no injury. This form will be completed by the supervisor, sent to the Department Head then to the Division Director for investigation and corrective action recommendations.
4. Vehicle Accident Additional Information: This form shall be used in conjunction with the Accident Investigation Form if a vehicle is involved in the accident either County or private vehicle.

### **D. Procedures**

1. Employee, if injured
  - a. Report injury to immediate Supervisor as soon as possible.
  - b. Obtain treatment at nearest Emergency Room if injury is severe.

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- c. If follow-up treatment is prescribed by the Emergency Room physician, approval must be obtained from the Managed Care Provider. All initial medical treatment must be authorized by the Managed Care Provider after normal working hours prior to any treatment.
  - d. Report in person, or by phone, to the Workers Comp Section when returning to work after a lost time injury.
  - e. Follow instructions from the Workers Comp Section regarding medical release to return to work.
2. Employee: if involved in a County furnished motor vehicle accident;
- a. Stop immediately.
  - b. Obtain medical aid for injured persons.
  - c. Notify Law Enforcement and contact your Supervisor immediately and advise them of the accident.

NOTE: MINOR VEHICLE ACCIDENTS (without injuries) THAT OCCUR ON COUNTY PROPERTY DOES NOT NEED A LAW ENFORCEMENT REPORT. They must be reported to Risk Management.

- d. Obtain names, addresses, and vehicle tag numbers from other drivers and witnesses.
- e. Prepare the Accident Investigation Report at the scene (refer closely to instructions).

NOTE: All necessary forms and instructions are contained in the glove compartment, or attached to the steering column of all County furnished vehicles.

- f. If the vehicle is no longer operable, the Supervisor should be made aware of this fact and take appropriate action.
  - g. Submit completed Accident Investigation Report form to your immediate Supervisor and coordinate with him/her to assure accuracy of the form.
  - h. Refer Accident Report form to the Risk Manager. If injuries are involved, Supervisor/Department Director will call the Risk Manager.
3. Employee, if involved in a property damage accident,

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- a. Secure the scene of the damage to prevent further damage or personal injuries.
- b. Notify your immediate Supervisor.
- 4. Supervisor, in case of employee injuries
  - a. Call Workers Comp Office for the name of the physician to send the employee or, if severe, send the injured employee to the nearest Emergency Room for treatment. Ambulance service should be called for seriously injured employees, or at employee's request. Notify the Employees Benefit Section immediately if possible.
  - b. Investigate the circumstance and cause of the injury-producing accident.
  - c. Complete Accident Investigation Report form and forward with the Notice of Injury to the Employee Benefits Section.
  - d. All employee injury accidents regardless of how minor must be reported to the Workers Comp Manager at the time of occurrence. Failure to report a lost time injury timely could result in the County being assessed a fine of \$500.00 per day by the State. Any fines thus incurred would be borne by the department concerned.
- 5. Notice Of Injury

Some sections of the DWC-1 Form, Notice of Injury, are constant and will be preprinted by the Employee Benefits Section.

- a. Complete FIRST NOTICE OF INJURY IN ITS ENTIRETY.
  - b. Submit the entire set -- (Division, Carrier, Employer) with the First Report of Injury and copy of Accident Investigation to Workers Comp.
  - c. The injured employee will receive a copy of the injury report from the Employee Benefits Section.
6. Accident Investigation Report

This report forms the basis for the accident investigation and is to be completed personally by the Supervisor. It is important that this report be completed in its entirety. The purpose of the accident investigation is to identify causes of the accident and determine effective corrective actions for accident prevention. Any report submitted without all necessary information will be returned to the department for correction.

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IF AN INJURY RESULTS IN DEATH, WORKERS COMP AND THE SAFETY DEPARTMENT IS TO BE CONTACTED IMMEDIATELY. THE LAW REQUIRES NOTIFICATION TO THE STATE WITHIN TWENTY-FOUR (24) HOURS.

7. Supervisors, in case of employee motor vehicle accidents
  - a. Assure proper care of all injured persons.
  - b. Attempt to determine the cause of the accident.
  - c. Complete the Accident Investigation Report form and ensure accuracy and completeness. Use the separate page provided for diagrams and other additional information required in the instructions.
  - d. Insure that the forms are forwarded to Employee Benefits Section if injury is involved or to the Risk Manager for property damage only.
8. Supervisors, in case of property damage, theft, or vandalism
  - a. Attempt to determine the extent and cause of property damage.
  - b. Secure area to prevent further damage or injury.
  - c. Complete the Accident Investigation Report form and send it to the Risk Manager.
  - d. Notify the proper law enforcement agency and the Safety Administrator as soon as the damage, theft or vandalism has been discovered.

NOTE: Property damage includes wind, fire and Acts of God.

9. The Safety Administrator Will
  - a. Investigate accidents involving severe injury or major property damage and incidents which have a potential for severe injury or property damage.
  - b. Provide assistance to Department Heads and Supervisors in their accident investigations when requested by the responsible Department Head.
  - c. Assist Risk Management and Employee Benefits Section in investigations when requested.
  - d. Review accident reports received from Department Heads and Supervisors for proper classification of causes and appropriate corrective

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actions and initiate such further corrective actions as may be necessary.

e. Follow-up on action until resolved/closed.

f. Compile Safety statistical data from reports and provide such data to the County Administrator and Department Heads on an annual basis.

### 1.4 SAFETY INSPECTIONS

**A. Safety inspections of all facilities** will be conducted annually by the Safety Administrator.

**B. Informal inspections** will be accomplished at a frequency to assure that hazards are kept to a minimum and safe work practices are enforced.

**C. Announced formal inspections by State and Federal agencies** will be monitored by the Safety Administrator.

**D. All personnel will cooperate fully in inspections** to ensure that all areas are covered and hazards identified. Emphasis will be placed upon conditions of facilities, equipment, vehicles, personal protective equipment, and machines as well as implementation of the overall program including:

1. Good housekeeping
2. Use of prescribed protective equipment
3. Compliance with published safety regulations
4. Qualification of drivers and condition of vehicles
5. Proper maintenance of electrical equipment
6. Fire prevention procedures, fire extinguishers, first aid kits and emergency lighting.
7. Proper condition of power and hand tools.
8. Proper guarding of powered equipment and machines.

**E. The Safety Administrator's formal annual inspection reports** will be kept on file in the Safety Office. Lessons learned from completed inspections will be made available to all departments listing deficiencies and suggestions made for correction. Follow-up on corrective actions will be made.

**F. Safety inspections of facilities** will also be conducted annually by the assigned

unit safety representative.

## **1.5 MONTHLY EMPLOYEE SAFETY MEETINGS**

**A. Monthly Safety Meetings** are required for all employees and will be documented in the Division Safety Management book. Meetings should be 10 to 30 minutes' duration, consisting of, at a minimum:

1. Past accident summary with preventative measures.
2. Safety training video or training from the required Safety Training List.
3. Review of newly identified hazards.
4. A timely off-the-job safety topic.
5. A discussion period.

**B. The meetings will be monitored by the Supervisor** though the meeting may be headed by any member of a department or crew, it is the supervisors responsibility to ensure the meetings' success. The unit Safety Representative will monitor the scheduling of employee Safety meetings and ensure all unit employees are scheduled.

## **1.6 THE SAFETY COMMITTEE**

The County Safety/Accident Review Board acts as the County wide safety committee. Each department may have a safety committee to review safety concerns for their specific work related hazard.

## **1.7 SAFETY TRAINING PROGRAMS**

### **A. General**

Employee training in job responsibilities, job operations, proper methods and techniques to be used, and the hazards associated with their job are the most important elements in achieving safe operations. Supervisors and Foremen will be responsible for assuring that all newly assigned employees receive adequate training to prepare them to perform their assigned tasks in a safe and efficient manner.

It is mandatory that each person serving in a supervisory capacity be trained, qualified and certified in CPR and in basic First Aid or scheduled for training as soon as possible. Department Heads and Supervisors will consult the Training Coordinator for scheduling. Training in CPR/First Aid will be given to as many employees as possible, but due to class quota limitations, priority will be given to personnel involved in hazardous operations or specific functions where this training is needed.

### **B. On-the-job Training**

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Will be accomplished by Supervisors and Foremen.

This training will include:

1. A review of pertinent sections of the Monroe County Safety Policies and Procedures. Distribution of Safety Policies to all employees.
2. Emergency treatment of injuries (First Aid).
3. Prescribed safety clothing and equipment for the job.
4. How to report a fire, accident or serious injury.
5. Specific hazards associated with the job.
6. General hazards encountered in the work area and how to avoid them.

After completion of initial training, obtain employee's signature on MC Form SAF-8, Employee Safety and Health Record, documenting that they will observe safety rules and procedures.

If an employee demonstrates, through accidents or by continuing unsafe acts, that they do not understand the safety requirements of the job, the employee will be re-instructed and personally counseled by his/her Supervisor and/or Department Head. This action will not preclude the County from taking disciplinary action against the employee for engaging in said unsafe acts. Retraining, counseling and disciplinary actions will be documented on Monroe County Employee Notice Forms and placed in the employee's personnel file.

### **C. Division Safety Representative Training**

The Safety Administrator will train all Division and Department Safety Representatives on the management of the Division Safety program as described in Part II of this manual. Supervisors should also attend this training.

### **D. Specialized Training**

Specialized training will be required from time to time for special operations and to meet specific requirements of unique tasks or assignments. This training will be documented on MC Form SAF-8 (Employee Safety and Health Record.) For all hazardous operations, refresher Safety training will be accomplished annually.

These will include but are not limited to:

1. Special equipment for personnel who will be or may be transporting,

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handling, storing, or exposed to toxic or corrosive chemicals.

2. High voltage or high current electrical work.
3. Transportation, handling and storage of volatile and flammable substances and those designated as explosives.
4. Special operations i.e., airport, fire/rescue, etc.
5. Other very hazardous operations.

### **E. Supplemental Safety Training**

Supplemental safety training and promotion of safety activities will be provided by the Safety Administrator by use of visual aids, including safety films and/or slide presentations, promotional literature, bulletins, booklets and other available media.

This Safety manual should be reviewed annually by all employees and documented on MC Form SAF-8.

Additional training programs will be designed and implemented as the need is determined.

### **F. Defensive Driving Courses**

A defensive driving program will be implemented as a means of reducing and preventing vehicle accidents and will be made available to Monroe County personnel who operate County vehicles. The class schedules will be set up by the Training Coordinator in cooperation with the Safety Administrator, Department Heads and Supervisors.

## **1.8 SAFETY AWARDS & SUGGESTION PROGRAMS**

### **A. Safety Awards**

A safety awards program will be conducted through the safety office to assist management in the promotion of safety activities and safety awareness among their employees.

### **B. Safety Suggestions**

Safety suggestions by individual employees will be processed through the safety office for consideration and adoption. Those accepted may receive awards and/or letters of appreciation or commendation from the Board of County Commissioners or County Administrator.

## **1.9 SAFETY ENFORCEMENT**

Enforcement of the Safety Program is by far the most important element of the program, however the most difficult to achieve. Routine and consistent enforcement of the safety rules by supervisors is critical to reach the objectives of accident prevention.

When violations of policies directly related to the Safety and Accident Prevention Program occur, corrective action will be immediate and positive. Disciplinary action will be taken when any person causes injury to himself or others, destroys or damages equipment, either by willfully violating work rules, disregarding instructions, or by a demonstration of an attitude of indifference or defiance. Enforcement of Safety policies and rules is required.

Supervisors and Department Heads have a wide latitude in determining the extent of disciplinary action to be taken within their departments, including written reprimands, warnings, suspension from duties for various periods of time and possible discharge from County employment. Such actions will be consistent with established procedures outlined in the Monroe County Personnel Policies and Procedures Manual.

Disciplinary actions resulting from Safety violations will be closely monitored by the Safety Administrator and, in cases where little or no action is taken, those Supervisors responsible may be subject to the above disciplinary action.

## **1.10 COUNTY DRIVER PERMITS**

### **A. Purpose**

To register, authorize, and control all personnel required to drive County or personal vehicles in the performance of their duties.

### **B. Qualifications for Issuance of Driver Permit**

1. All personnel must hold a valid Florida Operators or Commercial Driver's license.
2. All personnel must be sixteen (16) years of age or over.
3. An Operator's permit will be issued only to those who are required to operate a County vehicle in the performance of their normal duties or to certain part-time operators who are required on occasion to drive a County-owned vehicle, or who drive their own personal vehicles on County business.
4. An operator's permit will be authorized by the Safety Office after determination that the person meets the requirements of this manual and has in their possession a valid Florida Driver's license.

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5. All employees authorized to operate County vehicles must have in their possession a County Vehicle Operator's Permit during operation of a County vehicle. (On County ID Card)
6. Personnel operating County vehicles will authorize the County to obtain any State, County and/or local public driving records pertaining to them.
7. An employee's right to operate a vehicle on County business shall be denied or revoked at any time when they do not possess a valid State of Florida Operator's or Commercial Driver's License, and may be denied or revoked when their driver's record reflects one or more of the following conditions:
  - a. One (1) or more "Driving Under the Influence", refusing to take intoxication test, or "Leaving the Scene of the Accident" conviction during the last three (3) years.
  - b. Two (2) moving violations during the last twelve (12) months.
  - c. Eight (8) or more points during the past twenty-four (24) months.
  - d. Medical evidence of alcoholism, drug abuse, or other physical impairment significantly affecting the ability to drive safely.
8. A County Vehicle Operator's Permit may be denied or revoked based on traffic violations demonstrating willful and wanton disregard of traffic rules. Completion of the Defensive Driving course may be a prerequisite to the issuance of an Operator's Permit for a marginal driving record.
9. All personnel must report to their supervisor any motor vehicle citations received while operating County or personal vehicles (other than parking violations), or suspension of their license within forty-eight (48) hours. Supervisors are required to discuss the violation with the Safety Administrator to determine the need of revocation of authorization to operate a County vehicle.
10. Any denial or revocation of County driving privileges may result in termination of employment.
11. Before authorization is granted to operate County vehicles, employees must complete and sign a "County Authorization Employee Driver's Affidavit".
12. To receive reimbursement for use of a personal vehicle, employees must complete and sign a "Request and Approval for Car Allowance".
13. Any County vehicle transporting an infant, toddler, or child must provide appropriate seating to comply with Florida Department of Motor Vehicle regulations for transporting children.

### C. Accident Guidelines

1. The rules for determining whether or not an accident should be charged against a driver's or operator's record are based upon the Principles of defensive driving. Defensive driving is of major importance as a means of preventing accidents.
2. Each driver or operator involved in an accident contributes to it in a greater or lesser degree and usually each failed to employ defensive driving techniques. The other driver may be frank enough to admit that they were at fault. However, this does not mean the County driver or operator is blameless as more than likely they may be partly at fault. Likewise, the fact that the County driver/operator did not get a traffic violation does not automatically make them blameless. Just being involved calls for an accident review and a searching analysis as to how the driver/operator was involved. The final finding, when properly used, will help drivers, operators and management to avoid similar accidents in the future.

### D. Definitions

**Reportable Accident:** Any accident in which a County Vehicle or equipment is involved where such accident results in death, personal injury or property damage. An accident or incident is reportable regardless of who was hurt, what property was damaged, and to what extent, where it occurred or who was responsible.

**Preventable Accident:** A preventable accident is one in which the driver/operator failed to do everything they reasonably could have done to prevent it.

Defensive Driving: is driving to prevent accidents in spite of the incorrect actions of others and/or any other adverse conditions.

## 1.11 MONROE COUNTY SAFETY/ACCIDENT REVIEW BOARD (MCS/ARB)

### A. Purpose

The Safety Accident Review Board was established to assist in the implementation of the State of Florida requirements and Monroe County Board of County Commissioners' the policy of insuring the safest possible workplace for its employees and to provide a safe environment for the public that it serves. (See Monroe County Administration Instruction 4704)

### B. Mission

## **MONROE COUNTY SAFETY POLICIES AND PROCEDURES MANUAL**

The Monroe County Safety Accident Review Board is to:

1. Review recommended rules and safe work methods that will allow the Commission's policy to be carried out in the most productive and cost efficient manner.
2. Review accident investigation reports which have been completed by the Departments and monitor implementation of corrective measures.

Consideration will be given, but not limited to, probable cause, employee's employment record, supervisor's involvement, employee's training or lack of same, and any other pertinent consideration(s).

3. Will function independently to resolve safety issues, after all other avenues have been exhausted, providing all employees with the opportunity to air concern(s) regarding any safety matter that they cannot resolve through regularly established safety procedures.
4. Submit summary of Board activities to the County Administrator and all Division Directors to allow top management to monitor the progress of the Board's endeavors.

### **C. Responsibilities of the Safety Committee:**

1. Discuss and formulate division safety policies and recommend their adoption.
2. Seek out unsafe conditions and practices and determine their remedies.
3. Make safety activities an integral part of the operation.
4. Improve the cooperative spirit between management and employees.
5. Share lessons learned between department safety programs.